



STATE OF ARIZONA
DEPARTMENT OF TRANSPORTATION
PROCUREMENT



ELECTRONIC REQUEST FOR QUOTES

ADOT SOLICITATION REFERENCE NUMBER: **T08-49-00009**

Description: **SPR 624 Hazardous Materials Transportation in Arizona**

DUE DATE: 02/08/08

at 5:00 P.M. MST

DATE POSTED: **01/11/08**

Submittal Location:

Arizona Department of Transportation
Procurement Group
1739 W. Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007

REPLY TO: FAX: (602) 712-3151

Responsible Contract Officer: Diane Miller Phone: (602) 712-8505
E-Mail: dimiller@azdot.gov

TOTAL AGGREGATE AMOUNT FOR THIS CONTRACT WILL NOT EXCEED \$50,000.00.

PROCUREMENTS LESS THAN \$50,000.00 ARE RESTRICTED TO SMALL BUSINESSES. A SMALL BUSINESS IS ONE THAT, INCLUDING ITS AFFILIATES, IS INDEPENDENTLY OWNED AND OPERATED, IS NOT DOMINANT IN THE TYPE OF BUSINESS IT CONDUCTS, AND WHICH EMPLOYS FEWER THAN 100 FULL TIME EMPLOYEES OR WHICH HAS GROSS RECEIPTS OF LESS THAN \$4 MILLION IN ITS LAST FISCAL YEAR.

"An Equal Employment Opportunity Agency"

The Arizona Department of Transportation is committed to the principles of Equal Employment Opportunity. To ensure dissemination of the Equal Opportunity program throughout all levels of the department, the ADOT Civil Rights Deputy Administrator serves as the Equal Opportunity Administrator for the Arizona Department of Transportation.

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1.0 **STATEMENT OF NEED**

The Arizona Department of Transportation (ADOT), Arizona Transportation Research Center (ATRC) is seeking the services of a qualified firm or individual (Contractor) to study hazardous materials transportation and routing in Arizona.

1.1 **Research Objectives & Minimum Qualifications**

Currently, hazardous materials routing in Arizona is limited to the avoidance of three locations: the I-10 deck park tunnel, the U.S. 60/State Route (S.R.) 101 loop ramp, and the S.R. 202 Salt River Bridge. As Arizona's population grows and highway infrastructure increases, the issue of hazardous materials routing needs to be re-assessed. In order to address issues related to hazardous materials routing, ADOT needs to acquire current data on hazardous materials transport and a methodology for determining alternate routes.

The last comprehensive study of hazardous materials transportation in Arizona was performed in the late 1980s. Therefore, the first objective of this project is to obtain information on the types and amounts of hazardous materials transported on Arizona's State and U.S. Highways. Placard surveys will be conducted in locations with an annual average daily traffic count >10,000 and a truck count >15%. (The Interstates and U.S. 60 are excluded because they are part of a similar study by Arizona Emergency Response Commission.)

The second objective is the derivation of a methodology for determining hazardous materials bypass routes. We anticipate that this will be a Geographic Information System (GIS)-based risk assessment model that will use current data on transportation and population. The method should be consistent with Federal Law and may be based on Federal Highway Administration (FHWA) Guidance, examples from other Departments of Transportation (DOTs), and/or the "Kansas Model." **This result should be general so that it can be re-applied due to changes** in population, highway infrastructure or the nature of hazardous material transport in the state. This methodology will provide ADOT with an objective and documentable method for determining hazardous materials routing when needed.

The Contractor (individual or firm) should be a Certified Hazardous Materials Manager or a Registered Geologist or Professional Engineer with substantial hazardous materials experience. In particular, the Contractor must understand **U.S. Department of Transportation** Hazard Classes. The team should include an experienced GIS analyst and preferably a transportation planner.

1.2 **Minimum Qualifications**

The Contractor (individual or firm) should be a Certified Hazardous Materials Manager or a Registered Geologist or Professional Engineer with substantial hazardous materials experience. In particular, the Contractor must understand U.S. Department of Transportation Hazard Classes. The team should include an experienced GIS analyst and preferably a transportation planner.

1.3 **Project Tasks**

This project will be undertaken by means of hiring one or more persons, or a qualifying firm to work on the project on a part time basis for a period of approximately 12 months. Ideally, this project would commence early 2008.

I. Subsequent to contract award, the Project Researcher shall present an outline of a work plan. Intermediate deliverables shall be identified in the work plan and any progress payments associated with these deliverables shall be specified. This presentation will be made at a project kick-off meeting with the Technical Advisory Committee (TAC) and other key individuals. This meeting will be in Phoenix or other appropriate location in Arizona. The Technical Advisory Committee (TAC) will review the scope of work and work plan. At this time, any revisions needed shall be made. **Deliverable:** A work plan acceptable to the TAC.

II. Conduct a thorough literature search on hazardous materials transportation in Arizona and on the Federal Laws & Guidance related to hazardous materials routing in general. Obtain and compile information from Arizona Emergency Response Commission's recent placard surveys. Deliverable: Document the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

III. Prepare and execute a plan for the placard surveys. Deliverable: Document the data collection process, the analysis, and the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

IV. Develop a GIS-based risk assessment model for hazardous materials routing in Arizona. Deliverables: A GIS-based risk assessment model for hazardous materials routing in Arizona. This model should be easy to implement, and the data should be incorporated in a manner that is readily updated. Documentation of this model should be prepared in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

V. Prepare Final Report and Research Note. See Reporting Requirements for details. Deliverable: A final report that is acceptable to the TAC, Federal Highway Administration (FHWA) and ATRC.

VI. Project Presentations.

(i). Technical Presentation: Present the findings of this project to a group of stakeholders from state, federal, county, and other agencies and interested parties. This presentation is an avenue for sharing with the highway and safety community the key aspects of the study with an emphasis on the important recommendations.

(ii). Research Council Presentation: The results of this research will be presented to ADOT's Research Council at a regular meeting or a special meeting for project presentations, unless indicated otherwise by the ATRC Project Manager. The Contractor shall provide handouts and deliver a 20 to 30 minute presentation summarizing the work performed, the project results, and key recommendations.

1.4

Reporting Requirements

The Contractor shall provide all deliverables to the Project Manager. The Contractor shall be responsible for making any changes or additions to the data as directed by the TAC through the Project Manager. Report guidelines and research note samples will be available from the librarian at the ATRC Research Center. The research team should familiarize themselves with these guidelines early in the project.

Quarterly (calendar year) Progress Reports: Submit this report by the fifth day of each month following a calendar quarter. At a minimum, these reports must specify project title, period covered, problems and strategies selected to solve them, implementation and expenditure to date, and tasks to be performed during the next period. A "level of effort by task" report shall be completed for the effort to date and submitted with this report. All progress reports shall be signed by the principal investigator.

Research Note: The four-page Research Note serves as an executive summary for the project. It must be written in a concise manner and shall present the project background, research approach, conclusions and recommendations. ATRC will provide format samples and guidelines for this document, which will be both printed and posted on the Internet.

Final Report: Document the research effort and findings including any recommendations. The Final Report shall contain the data and explanatory narrative sufficient to document the project goals, scope, methods used in the research, activities and issues, results, recommendations and all other requirements specified in this Solicitation. The Report shall include suggestions on how to implement recommendations made. Original, signed analytical data, as well as original signed Chain-of-Custody data is required in the master report, subsequent reports may contain photocopies.

Provide this report in accordance with ATRC guidelines, making all necessary revisions based on the review of the draft final report. One camera-ready unbound final report, one electronic copy, and five (5) spiral bound copies shall be submitted, alongside all other materials collected during the project (in electronic form or paper copy as applicable).

The Report shall conform to the version of the ATRC document, Guidelines for Preparing ATRC Research Reports, which is in effect at the time this Contract is executed. At Contractor's request ATRC will provide Contractor a printed or electronic copy of the Guidelines or the document may be found on the Internet at: <http://www.azdot.gov/TPD/ATRC/publications/guidelines.asp>.

Contractor is responsible for correction of deficiencies in the Final Report that are identified by the Project's Technical Advisory Committee, the Federal Highway Administration or ATRC. The Project is not considered complete until Report deficiencies are corrected. Contractor should include report preparation and revisions as part of the work scope for this Solicitation

Technical Presentation: As described under project tasks above.

Research Council Presentation: As described under project tasks above.

1.5

Contractor Responsibilities

A. Conduct and present the research in accordance with ATRC guidelines. These guidelines can be found at <http://www.azdot.gov/TPD/ATRC/publications/guidelines.asp>. Copies of previously published ATRC reports illustrate the type of final product required; they can be found at http://www.azdot.gov/TPD/ATRC/publications/project_reports/index.asp.

B. Respect the confidentiality of ADOT's data – use any confidential information solely for the purposes of this research project. No data or reports shall be released to entities not directly involved with the project without the express prior written approval of ADOT. All media contacts prior to the publication of the final report shall be coordinated by ADOT.

C. Submit periodic progress reports that summarize work to date and include a copy of appropriate deliverables (e.g., partially-completed text, tables, and graphics). Frequency of progress reports shall be determined and mutually agreed upon at the time the work plan is approved.

D. Submit invoices for payment purposes. These invoices shall accompany the periodic progress reports and shall be for amounts commensurate with the deliverables.

1.6

ADOT Responsibilities

A. Provide guidance to the project by making timely responses to any relevant questions posed by the Contractor.

B. Assist in obtaining access to any official data, records, or information needed for the research.

C. Review progress reports in a timely manner and provide feedback in order to ensure that the project stays on course. Review and process invoices in a timely manner.

D. Review and approve (when satisfactory) the final report.

E. Provide reasonable assistance in the oral presentation to the Research Council or any other audiences.

F. Make the best effort to implement recommendations that would be beneficial to ADOT, other government agencies, and/or the public.

2.0 UNIFORM TERMS AND CONDITIONS

Incorporated by reference. To obtain a copy of the Uniform Terms and Conditions in full text, you can log on to <http://www.spirit.az.gov/Applications/SPIRIT/SR.nsf> or contact Diane Miller at (602) 712-8505.

3.0 SPECIAL TERMS AND CONDITIONS

3.1 Term

The term of any resultant contract shall commence upon contract execution and shall continue for twelve months, unless terminated, cancelled or extended as otherwise provided herein.

The Department reserves the right to unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date.

In addition, by mutual written agreement, any resultant contract may be extended for supplemental periods up to a maximum of twenty-four months subject to the budget limitation of \$50,000.00.

3.2 Method of Payment & Funding Limitation

All project invoices are paid at 90% of the billed amount. The remaining 10% is withheld until final completion of the project. Payment is made based upon the deliverables identified and completed. The Department reserves the right to withhold payment in the event that adequate documentation of satisfactory progress toward completion of the project has not been received. The Project Manager shall be the judge of the adequacy of documentation and whether progress on the project is satisfactory. The maximum budget for this project is \$50,000.

The Contractor shall submit invoices for services rendered to the address as follows:

Arizona Department of Transportation
Transportation Research Center - Attn: Proj. Mgr. SPR624
206 S. 17th Avenue Mail Drop 075R
Phoenix, AZ 85007

3.3 Changes

The Department reserves the right to revise the delivery schedule and make other changes within the general Scope of Work as may be deemed necessary to best serve the interest of the Department. All changes shall be documented by formal amendments to the contract in accordance with A.R.S. 41-2503 (8).

3.4 Accuracy of Work

The Contractor shall be responsible for the accuracy of the work and shall promptly make all necessary revisions or corrections resulting from errors and omissions on the part of the Contractor without additional compensation. Acceptance of the work by the State will not relieve the Contractor of the responsibility for subsequent correction of any such errors and clarification of any ambiguities.

3.5 Review of Contractor's Work

Work performed by the Contractor shall be subject to periodic reviews. The Department reserves the right to make such reviews and pass upon the acceptability of Contractor's work.

3.6 Offshore Performance of Work Prohibited

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

4.0 UNIFORM INSTRUCTIONS TO OFFERORS

Incorporated by reference. To obtain a copy of the Uniform Instructions to Offerors in full text, you can log on to <http://www.spirit.az.gov/Applications/SPIRIT/SR.nsf> or contact Diane Miller at (602) 712-8505.

5.0 SPECIAL OFFER SUBMITTAL INSTRUCTIONS

Complete and return all required information to the location indicated on the solicitation, page one (1) by the time indicated. Responses may be faxed to: (602) 712-3151 or sent via electronic signature to dimiller@azdot.gov, Attention Diane Miller. Responses must be in writing and signed.

Required Information

The following shall be completed and submitted concurrent with and as par of the Offer:

- Attachment 1 – Offer and Contract Award
- Attachment 2 – Price Sheet
- Attachment 3 – Offerors References
- Attachment 4 – State of Arizona Substitute W-9

Submit cover letter and resume(s) of proposed personnel.

Submit an example of the proposed personnel's work product or provide a website where sample can be obtained.

Submit transcripts or qualifications of the organization.

OFFER EVALUATION AND SELECTION

The table below indicates the items and the relative order of importance that shall be given to each factor in the selection of the firm or individual to undertake the research project. The offeror shall submit items 2 through 6 in written form. The project manager shall evaluate the offers and make a recommendation for award based upon the following evaluation criteria. Those offers determined to be reasonably susceptible of being selected for award shall be invited to interview. If circumstances prevent full execution of the contract, the offeror submitting the next ranked offer will be called. An award will be made to the responsible offeror whose offer is determined to be the most advantageous to the State by the Procurement Officer.

1. Interview	The Project Manager will interview the offeror in person or by telephone. The interview questions to be asked are found in Exhibit 1 of this solicitation. One of the objectives of the interview is to establish that the offeror is responsible, as defined below in A.R.S. 41-2531 (14), to undertake this project. No revisions to the offer or solicitation will take place. <u>Definitions:</u> A.R.S. 41-2531 (14) – " Responsible bidder or offeror " means a person who has the capability to perform the contract requirements and the integrity and reliability, which will assure good faith performance.
2. Sample of Previous work	Provide a sample of offeror's best work on a research project. If possible, this sample should reflect work on a related topic or demonstrate the type of skills that would be useful on this project.
3. Cover letter and resume	Submit a one-page cover letter briefly describing why offeror should be selected for the job and attach a brief résumé listing educational and job experiences.
4. References	Provide three (3) references (including telephone numbers and e-mail addresses) who will vouch for offeror's ability and attitude. References are required to complete Attachment 3, Offerors References.
5. Transcripts OR Qualifications of the Organization	Provide an unofficial copy of college transcripts, OR describe offeror's organizational capabilities, background qualifications and experience. Include internal methods proposed for completing projects on time and person responsible for schedule.
6. Price	Utilizing the Price Sheet, specify a "Firm Fixed Price" for completion of the project. This shall be supported by an hourly rate combined with an estimation of how many hours would be required to complete the project.

EXHIBIT 1
Interview Outline
Solicitation No. T08-49-00009

Name_____

Project_____

Date_____

Why do you want to work on this project?

What can you tell us about the need for information on hazardous materials transportation on the state and interstate highway system?

Have you performed similar or related types of studies in previous projects? If so, can you describe one of those projects?

What do you consider to be the most important skill or attribute you will bring to this assignment?

Describe briefly how you would proceed with the research tasks in this project?

Are there any particular special needs/circumstances or requests (i.e., work schedule, timeframe, task order, etc.) you would like to make regarding this project?

Are there any other comments you would like to make that would help ADOT evaluate your suitability for this research project?

**ATTACHMENT 1
OFFER AND CONTRACT AWARD**



ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson, Room 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211



SOLICITATION NO. T08-49-00009

Submit this form with an original signature to the State.

OFFER

TO THE STATE OF ARIZONA:

The bidder hereby offers and agrees to perform in compliance with all terms, conditions, specifications and amendments of this solicitation and any written exceptions in the offer. Signature also acknowledges receipt of all pages indicated in the Table of Contents.

Arizona State Transaction Privilege Tax License Number:

No.: _____
Federal Employer Identification

For clarification of this offer, contact:

No.: _____

Printed Name

Offeror's (Company) Name

Email Address

Address

Company Email Address

City State Zip

Signature of Person Authorized to Sign Offer

Phone

Printed Name

Date

Facsimile

Title

SMALL BUSINESS CERTIFICATION

As a person authorized to represent this offeror, by signing below I certify that the bidding organization is qualified as a small business. A small business means a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field, and which employs fewer than one hundred full-time employees or which had gross annual receipts of less than four million dollars in its last fiscal year (A.R.S. §41-1001). Procurements estimated to cost less than fifty thousand dollars (\$50,000.00) shall be restricted to small businesses in accordance with A.R.S. 41-2535.

Signature of Person Authorized to Certify Status as Small Business

ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR STATE OF ARIZONA USE ONLY)

Your bid is hereby accepted.

The contractor is now bound to perform based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the contractor's offer as accepted by the state.

This contract shall henceforth be referred to as Contract No. _____.

SPR 624 – HAZARDEOUS MATERIALS TRANSPORTATION IN ARIZONA

The contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until contractor receives a purchase order.

State of Arizona

Awarded this _____ day of _____ 2008

Diane Miller

As Procurement Officer and not personally

ATTACHMENT 2 PRICE SHEET
SOLICITATION NO. T08-49-00009

COMPLETE THIS FORM IN ACCORDANCE WITH SOLICITATION REQUIREMENTS AND SUBMITTED WITH OFFER:

FIRM FIXED PRICE for research project \$_____ Total

Estimated number of hours to complete project _____ Hours

Hourly Rate \$_____/hour

ATTACHMENT 3
OFFERORS REFERENCES
SOLICITATION NO. T08-49-00009

Provide a copy of this form to each of three (3) references for completion and inclusion with offer. These references will be checked, please make sure all information is accurate and current.

Offeror's Name _____

Reference Name _____

Reference Telephone Number _____

Reference Facsimile Number _____

Reference E-mail Address _____

What is the nature of your relationship with the referenced individual?

___ Current or former student

___ Current or former employee

___ Other (please elaborate) _____

1. On a scale of 1 to 10, with 10 being the best, how would you rate this person / firm in terms of their ability to do each of the following: (Explain as necessary.)

Complete work on schedule _____

Take direction _____

Prepare a quality written report _____

Make a coherent oral presentation _____

2. Attitude:

___ Excellent: always gives a good effort. Independently achieves good performance.

___ Good: usually gives a good effort. Requires some coaching/motivation.

___ Fair: gets work done but requires frequent coaching/motivation.

___ Poor: unreliable. Does not work to potential.

3. Is there anything else you can add that would help us evaluate this person's/firm's suitability for the job?

ATTACHMENT 4

State of Arizona Substitute W-9 & Vendor Authorization Form



Purpose: Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certification and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

Instructions: Complete form if

1. You are a U.S. person (including a resident alien);
2. You are a vendor that provides goods or services to a n Arizona state agency; **AND**
3. You will receive payment from the State of Arizona.

Return completed form to the state agency with whom you do business, for review and authorization.

See instructions below or refer to the IRS instructions at www.irs.gov for details on completing this form.



• Type of Request (Must select at least ONE) <input type="radio"/> New Request <input type="radio"/> New Location (Additional Mail Code)		<input type="radio"/> Change (Select the type(s) of change from the following:		<input type="checkbox"/> Tax ID <input type="checkbox"/> Legal Name <input type="checkbox"/> Entity Type <input type="checkbox"/> Minority Business Indicator	
• Taxpayer Identification Number (TIN) (Provide ONE Only) Social Security Number (SSN) _____ OR Employer Identification Number (EIN) _____		<input type="checkbox"/> Main Address <input type="checkbox"/> Remittance Address <input type="checkbox"/> Contact Information			
• Entity Type Must select one of the following (Coding (X#) is for internal purposes only)					
<input type="radio"/> Individual/Sole Proprietor or Sole Proprietor organized as LLC, PLLC (61)		<input type="radio"/> State of Arizona employee (1E) STATE HRIS EIN _____			
<input type="radio"/> Corporation NOT providing health care, medical or legal services (5A)		<input type="radio"/> LLC, PLLC organized as corporation NOT providing health care medical or legal services (5A)			
<input type="radio"/> Corporation providing health care, medical or legal services (5M)		<input type="radio"/> LLC, PLLC organized as corporation providing health care medical or legal services (5M)			
<input type="radio"/> Partnership, LLP or Partnership organized as LLC or PLLC (5C)		<input type="radio"/> A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)			
<input type="radio"/> An international organization or any of its agencies/instrumentalities (5U)		<input type="radio"/> Other: Tax Reportable Entity (5P) Description _____			
<input type="radio"/> The US or any of its political subdivisions or instrumentalities (2G)		<input type="radio"/> Other: Tax Exempt Entity (5H)			
• Entity Name Must Provide Legal Name)					
Legal Name* _____ <small>*Must match SSN or FEIN given. If Individual OR Sole Proprietorship enter First, Middle, Last Name.</small>					
<input type="radio"/> Main Address Where tax information and general correspondence is to be mailed			<input type="radio"/> Remittance Address Where payment is to be mailed <input type="checkbox"/> Same as Main		
DBA/Branch/Location _____ Address _____ City _____ State _____ Zip code _____			DBA/Branch/Location _____ Address _____ City _____ State _____ Zip code _____		
• Minority Business Indicator Must select one of the following (Coding (X#) is for internal purposes only)					
<input type="radio"/> Small Business (01) <input type="radio"/> Small Business- African American (23) <input type="radio"/> Small Business- Asian (24) <input type="radio"/> Small Business- Hispanic (25) <input type="radio"/> Small Business- Native American (27) <input type="radio"/> Small Business- Other Minority (05) <input type="radio"/> Small, Woman Owned Business (06) <input type="radio"/> Small, Woman Owned Business- African American (29) <input type="radio"/> Small, Woman Owned Business- Asian (30)		<input type="radio"/> Small, Woman Owned Business- Hispanic (31) <input type="radio"/> Small, Woman Owned Business- Native American (33) <input type="radio"/> Small, Woman Owned Business- Other Minority (11) <input type="radio"/> Woman Owned Business (03) <input type="radio"/> Woman Owned Business- African American (17) <input type="radio"/> Woman Owned Business- Asian (18) <input type="radio"/> Woman Owned Business- Hispanic (19) <input type="radio"/> Woman Owned Business- Native American (21) <input type="radio"/> Woman Owned Business- Other Minority (08)		<input type="radio"/> Minority Owned Business- African American (04) <input type="radio"/> Minority Owned Business- Asian (32) <input type="radio"/> Minority Owned Business- Hispanic (74) <input type="radio"/> Minority Owned Business- Native American (15) <input type="radio"/> Minority Owned Business- Other Minority (02) <input type="radio"/> Non-Profit, IRC § 501(c) (88) <input type="radio"/> Non-Small, Non-Minority or Non-Woman Owned Business (00) <input type="radio"/> Individual, Non-Business (00)	
• Vendor Contact Information					
Name _____		Title _____			
Phone # _____		Ext. _____ Fax _____		Email _____	
• Certification <input type="checkbox"/> Exempt from backup withholding					
1. Under Penalties of perjury, I certify that: 2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND 3. I am a U.S. person (including U.S. resident alien). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on you tax return. For real estate transaction, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. <i>The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.</i>					
Signature _____		Title _____		Date _____	
STATE OF ARIZONA AGENCY USE ONLY			VENDOR: DO NOT WRITE BELOW THIS LINE		
Agency Authorization: Print Name _____		Signature _____		Title _____	
AGY _____ Phone # _____		Email _____		Date _____	
STATE OF ARIZONA GAO USE ONLY			VENDOR & STATE AGENCY: DO NOT WRITE BELOW THIS LINE		
<input type="checkbox"/> IRS TIN Matching <input type="checkbox"/> Corporation Commission Vendor Number _____		<input type="checkbox"/> HRIS <input type="checkbox"/> GAO-03 <input type="checkbox"/> Other		Processed by _____ Date Processed _____	